

GENERAL PLAN 2030 Amendment Application

Project Submittal #: _____ & GEP #: _____ (staff provided from project submittal form)

- ☐ Amendment
☐ Major Amendment

☐ Pre-application meeting held on _____

I. To amend the Projected Land Use or Density Maps provide:

- ☐ **Completed** Project Submittal Form
☐ Address and/or location _____
☐ Site area _____ s.f. _____ acres
☐ Legal property description
☐ Current projected land use _____ Current projected density _____
☐ Proposed land use _____ Proposed density _____
☐ Neighborhood or Homeowner Association (name of the nearest or the one that project is located within)
☐ Site location map (8 ½" x 11" attached)
☐ Property ownership map, list and labels for the site and all properties within 300 feet of the site (attached)
☐ Proof of neighborhood participation (minutes from meeting or letter from chairperson) *prior to submittal*
☐ A series of context graphics, plans or photographs that show the relationship of the subject site (identified) to surrounding properties
☐ Graphics illustrating the existing zoning and the existing and proposed land use and density designations for the subject property (identified) and surrounding properties
☐ 25 copies of this application and all required materials

II. To amend the General Plan Text:

- ☐ Provide a copy of the current and proposed text

III. All amendments must provide the following prior to submittal deadline to be complete:

- ☐ Written analysis of the quantitative impacts of the proposed amendment, compared to the current designation (*see Section V. for list of General Plan Elements on back of this page*)
- ☐ Written justification for the amendment, including public benefit
 - ☐ Identification of the impacts on applicable objectives of the General Plan
 - ☐ Explanation of how potentially negative influences are to be mitigated
 - ☐ Explanation of how the proposed amendment supports the Land Use Principles in the Land Use Element of the General Plan (*see attached information sheet for discussion points*)
- ☐ Amendment Fee (*contact the Planning Division regarding amendment fees*)

IV. Provide any of the following as determined by Development Services Manager:

- | | |
|---|---|
| <input type="checkbox"/> Traffic study and Transportation plan | <input type="checkbox"/> Financial evaluation of proposed amendment, and any fiscal impacts to the City |
| <input type="checkbox"/> Parking study | <input type="checkbox"/> Additional material if required by the Development Services Manager: |
| <input type="checkbox"/> Natural features study | _____ |
| <input type="checkbox"/> Solar access study | _____ |
| <input type="checkbox"/> Archeological Report | _____ |
| <input type="checkbox"/> Cultural Resource Study | |
| <input type="checkbox"/> Inventory of plans for utilities and public facilities | |

V. Explain how this proposed amendment meets the goals and objectives of the elements of the General Plan:

- | | |
|--|---|
| <input type="checkbox"/> Land Use | <input type="checkbox"/> Bikeways |
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Transit |
| <input type="checkbox"/> Community Design | <input type="checkbox"/> Travelways |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Motorists |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Parking & Access Management |
| <input type="checkbox"/> Neighborhoods | <input type="checkbox"/> Aviation |
| <input type="checkbox"/> Redevelopment | <input type="checkbox"/> Open Space |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Recreational Amenities |
| <input type="checkbox"/> Cost of Development | <input type="checkbox"/> Public Art & Cultural Amenities |
| <input type="checkbox"/> Environment (Air, Noise, Ambient Temperature, Energy) | <input type="checkbox"/> Public Buildings and Services |
| <input type="checkbox"/> Land (Remediation, Habitat, Solid Waste) | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Water (Water, Wastewater, Stormwater) | <input type="checkbox"/> Is the proposed project within one of the identified Growth Areas? _____ If yes, how does it fulfill the goals and objectives of this element? |
| <input type="checkbox"/> Pedestrian Network | |

Community Plan or Specific Plan

In addition to the above information, applications for Community Plans and Specific Plans must include the following:

- ☐ Documentation of public planning process (minutes from meetings, sign in sheets, mailings, etc.)
- ☐ The plan document, organized in the format of the General Plan, consisting of maps, sketches, diagrams, and text indicating the magnitude, intensity, and location of all proposed land uses, and all required development standards
- ☐ Purpose statement: relationship to the General Plan, and all other relevant adopted City development policies. (*see General Plan Appendix for Sources Cited*)
- ☐ The general area description, legal description and acreage of the plan.
- ☐ Definitions for special terms used in the plan.
- ☐ Acreage and/or square footage of the land uses contained in the area.
- ☐ Performance and/or development regulations, criteria or guidelines which may include densities, heights, floor area and ratios, setbacks, building bulk, lot coverage, parking, open space, landscaping, signage and other site amenities.
- ☐ Conceptual or illustrative plans and/or diagrams.
- ☐ Implementation plan including a public and private improvement phasing schedule.

I have reviewed the above and provided all items required for a complete submittal, ANY MISSING OR INCOMPLETE ITEMS MAY RESULT IN PROCESSING DELAYS.

Property Owner's Signature (or letter of authorization) Date

Applicant's Signature

Date

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Information for Amendment Application

AMENDMENTS – Any proposed change to the text or the land use or density map is an amendment to the General Plan. Amendment applications may be submitted throughout the year. Processing requires two hearings before a commission and two hearings before the Council. The schedule is determined by the regular schedules for the Planning & Zoning *or* Redevelopment Review Commission and the City Council.

MAJOR AMENDMENT – Major Amendment applications may be submitted at **any time prior to May 1st**, and must be heard during a final hearing for all Major Amendments in October. The processing schedule is outlined on the back of this sheet. Applications received after May 1st will be held until the following year.

A major amendment is a substantial alteration of the municipality's land use mixture or balance. For major amendments, the plan must have two or more public hearings before the Planning and Zoning Commission two or more public hearings before the City Council. Major amendments must be adopted by two-thirds of the City Council during one hearing in October of all major amendments. A proposed plan or project would require a major amendment to the General Plan if any one of the following apply:

- A Specific Plan which decreases any land use category within the specified area by one percent
 - The plan or project results in significant alteration to or deviation from the Water Master Plan
 - The plan or project results in significant alteration to or deviation from the Comprehensive Transportation Plan
 - The plan or project **DECREASES** the acreage of any projected land use at the time of application by the following criteria
 - Residential land use by 1%
 - Open Space land use by 1%
 - Any other land use category by 2%
- (For the acreage resulting in a major amendment refer to the land use element chart of projected land uses, which is subject to update. Calculation will be made with the most updated data at the time of application.)*

The criteria for considering any amendment to the General Plan includes:

1. Written justification for the amendment should consider long- and short- term public benefit and how the amendment, considering Land Use Principles, will help the City attain applicable objectives of the General Plan.
2. If the proposed amendment is only to the General Plan's text, there should be objective discussion of the amendment's short- and long- term public benefit and the larger issue of its impact on the City attaining applicable objectives of the General Plan.
3. If the proposed amendment impacts the General Plan's Projected Land Use Map only, there should be objective discussion of the amendment's impact on land use within a minimum of a half-mile of the property.
4. With a proposed amendment to the General Plan Projected Land Use Map, the applicant/developer's written discussion on the proposed amendment should respond to the Land Use Principles in the Land Use Element of General Plan. The Principles are presented below in a generalized request/response format.
 - a. Describe the public benefit of the proposed amendment in terms of increase/decrease in intensity and its impact on adjacent land uses versus the impact of the present land use designation.
 - b. Describe the public benefit of the proposed amendment in terms of impact on the City's infrastructure (i.e. water, sewer, utilities, streets, in terms of anticipated traffic generation, projected carrying capacity, projected volume, need for more streets, city services etc.) versus the impact of the present land use designation.
 - c. Describe the proposed development quality of life in terms of, physical Elements and how its components reflect unique site design, building design, landscaping, integrate or provide access between varied uses, deal creatively with the automobile, reduce/eliminate physical barriers as well as provide residential, employment and shopping opportunities.
 - d. If the proposed development incorporates a residential component, describe the nature of proposed open space, parks and/or greenbelts and how the development separates from, as well as links with, the residential component with the non-residential component(s). If applicable, describe the proposed development impacts on existing parks.
 - e. Describe the proposed development in terms of, 1) supporting regional and local transit objectives for arterial streets, 2) implementing the goals and objectives of the Comprehensive Transportation Plan, 3) the internal street system in terms of supporting the above goals and objectives, and 4) incorporating uniquely designed transit facilities along the arterial streets.
 - f. Describe the proposed amendment in terms of effects on the school districts (enrollments and facilities).
5. If there are concerns, consideration of the proposed amendment shall be granted only if potentially negative influences are mitigated and deemed acceptable by the City Council.

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Amendment Process

1. Applicant submits a *complete* application by the amendment processing deadline.
(incomplete applications will delay processing)
2. The proposed amendment is reviewed by the Development Services Manager, the Public Works Manager and the City Council's Transportation and Development Services subcommittee.
3. The Development Services Manager will assign staff to prepare a staff report on the proposed amendment, with a recommendation and supplement material for consideration by the Planning and Zoning Commission.
4. The Planning and Zoning Commission will hold a minimum of one public hearing on a proposed amendment and a minimum of two public hearings on a proposed major amendment, and then forward a recommendation to the City Council.
5. The recommendation of the Planning and Zoning Commission with attendant supplemental material will be forwarded to City Council for consideration of the General Plan Amendment.
6. City Council will hold two public hearings on the proposed amendment. Major amendments will have the final hearing at one meeting held in October.
7. City Council approval of the proposed amendment by Resolution is the formal acknowledgment of the Council amending the General Plan, and is effective immediately.

Major Amendment Schedule

Preliminary site plan review submittal any Wednesday by 3pm

Staff review preliminary plan and application 7 business days

Preliminary site plan meeting 9am Friday of the following week

Revisions made

Meeting with neighborhood or homeowners association closest to the project site

Complete application submitted for formal hearing process

Application routed for 60-day review and comment to:

- Department managers
- Adjacent communities
- Schools
- Utilities
- Neighborhood/Homeowner Association Chairpersons
- Applicable outside agencies

60-day review period June 1 – July 31

Planning & Zoning Commission or Redevelopment Review Commission First Hearing August 10 or 24, 2004

Planning & Zoning Commission or Redevelopment Review Commission Second Hearing August 24 or September 14 2004

City Council First Hearing September 16, 23 or 30 2004

City Council Final Hearing Thursday, October 21 2004